



FREMONT PLANNING BOARD

April 2, 2008

Meeting Minutes

Approved April 16, 2008

Present: Chairman Roger Barham, Co-Chair and CC Rep. Jack Karcz, Selectman Gene Cordes, Members Leon Holmes, Jr., John (Jack) Downing, Building Official Thom Roy, RPC Circuit Rider David West and Land Use AA/Recording Secretary Meredith Bolduc.
Member Mark Pitkin joined the meeting at 8:45 pm.

Mr. Barham called the meeting to order at 7:00 pm.

MINUTES

Mr. Karcz made the motion to approve the minutes of the March 19, 2008 meeting as written. Motion seconded by Mr. Downing with unanimous favorable.

MASTER PLAN

Mr. Barham related the status of the ongoing updates to the Master Plan Chapters with some resulting discussion.

The Land Use Chapter of the Master Plan will be updated through the RPC Targeted Block Grant that was awarded for 2007, is contracted to be completed by June 30, 2008 and is expected to be ready to send to Public Hearing for amendment before the end of 2008:

The Natural Resources Inventory Chapter is finished except for adding the maps in their respective sections. There was a conversation relative to whether the NRI maps can be included or if they may be subject to a Dollard Tax Map copyright. Mr. Cordes stated that the Selectmen will schedule a meeting with Mr. Dollard and invite Mr. Barham and Mr. West to attend the meeting to discuss mapping services and the copyrighting issues associated with these services. It was agreed that the maps can be included and Mr. West will finish the document and it is expected to be ready to send to Public Hearing for amendment before the end of 2008.

The Historical Resources Chapter. Mr. West stated that he now has all of the information relative to the Historical Chapter and he will contact Matthew Thomas to meet with him to finish the updates to this chapter. This chapter is expected to be ready to send to Public Hearing for amendment before the end of 2008.

The Recreation Chapter: Mrs. Bolduc stated that the Board has contacted the Parks & Recreation Commission several times with a request that they draft an update to this chapter. She said that

they did submit requested documentation to Mr. West for the CTAP Community Assessment Report and their CIP worksheet to the Planning Board so, although it has been explained, it is possible that they do not understand that this is something separate. Mrs. Bolduc will again contact the Parks & Recreation through Chairman Jon Benson with the request that they draft an update to this chapter that can be added to those chapters for approval by the Board at a Public Hearing. Mr. Cordes agreed to also contact Mr. Benson. It is anticipated that this chapter can be ready to send to Public Hearing for amendment before the end of 2008.

The Transportation Chapter will be updated by RPC. This has been contracted through RPC using a NH DOT matching funds grant and is to be completed by June 30, 2008. This chapter is expected to be ready to send to Public Hearing for amendment before the end of 2008.

The Community Facilities Chapter is in the process of being completed by Mr. West. This was scheduled to be completed by December 31, 2007, so it is now overdue. Mr. West stated that he has been working on a large mapping project at RPC that has taken much of his time, but he will now have time to begin this chapter and have a draft for the next meeting. It is anticipated that this chapter can be ready to send to Public Hearing for amendment before the end of 2008.

Chapters expected to be updated, but with questionable timeline:

The Housing Chapter of the Master Plan update is anticipated to be funded through the Community Technical Assistance Program (CTAP) grant. Mr. West stated that he has not heard back from Ansel Sanborn of NH DOT relative to the status of the application for funding for this chapter and he should have more information for the next meeting.

The Energy Chapter. Mr. Barham stated that he has reviewed the information that Bob Larson gave him at the last Energy Committee meeting and he thinks that a chapter can be drafted for inclusion of the Master Plan soon.

Implementation and Action Plan. Mr. West submitted the "Local Government Funding Request from CTAP Discretionary Fund" form to the Board for signatures. This request is in the amount of \$1,500 for Fremont to create an Implementation and Action Plan Chapter of the Master Plan. Mr. Karcz signed the request form as Conservation Commission Chairman.

Mr. Karcz made the motion that the Board approve the application and authorize Mr. Barham to sign it. Motion seconded by Mr. Holmes with unanimous favorable vote.

Mr. Barham signed the application and it will be forwarded to the Board of Selectmen for their approval and signatures.

CAPITAL IMPROVEMENTS PROGRAM (CIP)

Mr. Barham reported that the Board of Selectmen, Rescue Department, Cemetery Superintendents and Emergency Management have still not returned their CIP worksheets and reminder letters have recently been sent. The Fire and Rescue Departments are now department so the worksheet for the Rescue has recently been forwarded to the Fire Department.

Worksheets reviewed were as follows:

Library; the worksheet showed that there are no projects for capital expenditures anticipated. Conservation Commission; worksheet showed \$2,500,000 for real estate acquisition funded with \$1,000,000 in grants and \$1,500,000 in revenue bonds. The justification is that there is an existing \$1,000,000 bond that is expected to be expended by 2009. A number of properties have been evaluated to date that, if protected, would require an additional \$2,500,000 spread evenly over the remaining 5 years of this CIP. Mr. Karcz stated that the Commission discussed this at their January 7, 2008 meeting, but the dollar amount is difficult to project until assessments have been done.

Historical Society; worksheet showed a total \$50,000 to \$55,000 cost for a project described as an expansion of an existing service facility to provide added capacity to serve growth. This would add a 3-bay carriage stall addition to store memorabilia, the 1848 Fire Pumper and the 1861 Town Hearse. This would be funded with a capital reserve withdrawal. There was no timeframe in years projected.

Fire Department; worksheet showed a total \$300,000 cost for project described as the replacement of Tank-5 with a 3,500 gallon Tanker with the rational that this would alleviate substandard conditions, improve the quality of existing services, provide added capacity to serve growth and reduce long-term operating costs. Source of funding was shown as possible matching funds and some capital reserve withdrawal. There was no timeframe in years projected. There was a discussion relative to the rational for replacing Tank-5 with a gallon tanker.

ZBA; worksheet showed that there are no projects for capital expenditures anticipated.

Building Official; worksheet showed a total \$18,000 cost for a project described as a mid-sized safety department vehicle equipped with 2-way communications. The rational is that it would alleviate substandard conditions, improve the quality of existing services, provide added capacity to serve growth and reduce long-term operating costs. Source of funding was not shown.

Health Officer; worksheet showed that there are no projects for capital expenditures anticipated.

Tax Collector; worksheet showed that there are no projects for capital expenditures anticipated.

School District; worksheet showed that there are no projects for capital expenditures anticipated. There was a general consensus of the Board that the School officials should be approached again as there must be some capital expenditures needed.

Town Clerk; worksheet showed a total \$100,000 cost for a project described as a vault for records preservation. The effect of the project would improve quality of existing facilities and the rational is that it would respond to federal or state requirements, improve the quality of existing services and provide added capacity to serve growth. This was indicated as a one-time cost and the source of funding was not shown. There was a discussion relative to when the vault would be needed so the timeframe of the project is necessary.

Police Department; worksheet showed for a project described as an expansion of the present facilities to add office space, locker room and storage area. This to be accomplished by renovation of the unused area over the office area at the safety complex. The primary effect would be to expand the capacity of the existing service facility and the rational was that this would alleviate substandard conditions, improve the quality of existing services, provide added capacity to serve growth and reduce long-term operating costs. The justification was that locker and office space is needed. There was no dollar amount projected for this project, no timeframe and no source of funding indicated.

Parks & Recreation; worksheet showed a total \$1,005,000 cost for a project described as a full

size soccer field and 2 baseball/softball fields. The effect of the project is to replace or repair an existing facility and the rational is that it would provide added capacity to serve growth. There was no timeframe and no source of funding indicated.

Highway; worksheet showed a total \$125,000 cost for a project described as a highway building garage to be completed in 2009. The effect of the project is to provide a new facility and the rational is that it would provide added capacity to serve growth. Funding would be through withdrawal of capital reserve funds.

Tables 8 (Capital Reserve Funds) and 9 (Capital Improvements Plan) of the existing CIP were consulted and reviewed. It was agreed that there needs to be a table that shows the sources of funding and the timeline for the spending as well as the scope and rational of projects. Mr. Cordes stated that if there was a question of major investment with a long life it needs to be in the capital budget. There is not really a capital budgeting process so if a department has facilities that are heavily used and in great demand there is a demand for turnover. It was generally agreed that the CIP should match the budget. Mr. Barham stated that this is a process that goes through the Budget Committee and the Board of Selectmen. Updating the CIP each year it becomes a meaningful document to work with. There was a conversation relative to how to foresee the projects in terms of time. Topics of conversation included capital projects and how they pertain to growth, impact to property taxes and land acquisition as a capital improvement. There was a conversation relative to whether highways and bridges cost projections should be included in the Capital Improvements Plan.

Mr. Barham felt that there should be some direction or recommendation by the Planning Board for each department's projection for capital improvements for that department and then the Planning Board should recommend those projections to the Board of Selectmen. The members collectively agreed that part of the CIP process should be to go back to the departments and ask what the priorities are for their requested capital expenditures, what is requested, when the request is needed and how the request is to be financed. Financing could be through grants, capital reserve or borrowing. Each department will be contacted for clarification of priorities of their capital expenditure projections.

Mr. Barham said the he thinks spread sheets need to be created that show where we are now and where we will be in five years. After the spread sheet has been created the department heads should be asked to meet with the Board for additional information.

SITE PLAN REVIEW REGULATIONS

Setting a time limit for the beginning and completion of structures was discussed and it was agreed that this could be included as an item on a list of conditions that should be created to be used as part of the approval. Mr. West said that he will get a list of conditions from another town for the Board to use as a model.

Parking – Regulation 1.13-N

The Board briefly scanned the model parking regulation that Mr. West had previously presented. This will be sent to each Member for review at their leisure and discussion at the next meeting.

Fees

Mrs. Bolduc submitted the current fee schedules for all of the Planning Board Regulations (Excavation, Site Plan Review and Subdivision) for the Board to review. She related that there is no fee for a voluntary lot merger preparation which takes administrative time for both the Land Use Office and the Selectmen's Office.

After some discussion Mr. Holmes made the motion to create a fee of \$150 for voluntary lot line merger. Motion seconded by Mr. Karcz with unanimous favorable vote.

Mr. Downing made the motion to add an administration recording fee of \$30.00 current recording fee plus return postage to cover the additional costs of a lot line merger. The motion was seconded by Mr. Karcz with unanimous favorable vote.

Definitions: Mr. West, Mr. Roy and Mrs. Bolduc have scheduled to meet as a sub-committee to the Planning Board on Monday April 7, 2008 to draft a new definition section that would encompass all of the Planning Board Regulations (Excavation, Site Plan Review and Subdivision) and bring the resulting draft back to the Board for their review.

They will also work on where in the Site Plan Review Regulations to insert "estimated # of cu yds of excavation material to be removed from your site as a result of your project".

Mr. Barham stated that the Site Plan Review Regulation amendments will be further discussed at the April 16, 2008 meeting.

COMMUNITY TECHNICAL ASSISTANCE PROGRAM (CTAP)

Mr. Barham reported that the Board has received a workshop catalog from CTAP relative to the "Local Government Cluster Workshops" which are part of the "CTAP Year One Program Schedule." According to the document the goal of the workshops is to provide training to local government boards and officials in specific areas identified by the summer 2006 working groups to fulfill CTAP goals and objectives. There is one workshop available per community and CTAP requests that the Board select a topic from those listed in the correspondence or work with the workshop coordinator Craig Tufts at Central NH Regional Planning Commission to customize a topic to fit the community. The Members agreed to review them at their leisure and discuss this at the next meeting.

CORRESPONDENCE

1. A March 25, 2008 correspondence from Douglas DePorter, PE of NHDOT advising that Rt 111A from RT 111 to Rt 107 in Fremont is tentatively part of the 2008 paving program.

Mr. Karcz made the motion to adjourn at 9:55 pm.
Motion seconded by Mr. Holmes with unanimous favorable vote.

Respectfully submitted,
Meredith Bolduc, Secretary